



Drinking Water Training: LT2 and Stage 2 Webcasts

Checklist for a Successful Webcast Training



What is a webcast?

A webcast is a new way to experience presentations and to participate in conferences. You will see the presentation on the computer and hear it through your phone. You will also have the opportunity to ask questions via your computer.

Webcasts help to gather individuals from across the country to learn, while saving precious time and money.

What do I need to experience a webcast?

☑ You only need a computer, speaker telephone, projector and internet service available in the room reserved for the training. We recommend you involve your IT representative when addressing specific location related needs and to confirm your computer system meets the following minimum requirements:

- ☑ 166 MHz Pentium-based PC
- ☑ 64 MB RAM
- ☑ 56Kb/sec internet connection
- ☑ 800x600 pixels required (1024x768 recommended)
- ☑ Microsoft® Windows® 98 or later
- ☑ Microsoft® Internet Explorer 5.01+, or Netscape® 7.x
- ☑ Internet browser should be java-enabled
- ☑ Windows Media Player 6.4, 7.0, 7.1, 9 at 100Kb/sec

How do I get technical support?

1. If you should have any questions regarding the webcast session before the actual event, please contact:
webcastinfo@cadmusgroup.com
2. If you have technical problems during the webcast session, technical support is available at: Encounter Collaborative 1-800-290-5900

How do I prepare for the webcast?

Reserve a room appropriate for the training.

The room should:

1. Provide occupancy for all your colleagues that will be attending.
2. Have access to a computer, projector, telephone and internet connection.
3. Be accessible an hour before the training starts. This will provide time to set up and serve as a buffer if any technical problems arise with the projector, computer or connection. IT staff should be able to provide assistance.

Setting up the Audio portion

1. For the Audio section of the Webcast, you will need the telephone number and pin number provided in your confirmation email.
2. Make sure that the phone utilized for the Webcast projects clearly and loudly the voice of the presenter.

Setting up the Visual portion

1. Open Microsoft® Internet Explorer window (or equivalent internet software program) and test* your system by following this link:
<http://www.encounter.net/systemtest>
2. Now copy and paste the web address provided in your confirmation email. The Access Page will prompt you to type your name and meeting ID found in your confirmation email.
3. The setup might take a few minutes while it scrolls through the webcast screens.

*It is recommended that you test your computer prior to the webcast.